



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND  
FORT MONROE, VIRGINIA 23651-5000

REPLY TO  
ATTENTION OF

S: 30 November 2006

ATCC-TR-T (145)

MEMORANDUM FOR Hosting Elements Supporting FY 07 Reserve Officers' Training Corps (ROTC) Cadet Troop Leadership Training (CTLT), Drill Cadet Leadership Training (DCLT), and Internship Program Positions

SUBJECT: FY 07 CTLT/DCLT/Internship Program Support Request and Memorandum of Instruction (MOI)

1. Reference Cadet Command Regulation 145-3-1 Reserve Officers' Training Corps Precommissioning Training and Leadership Development, Off Campus Training, 1 September 2005, Revised 23 January 2006.

2. Purpose. To request support of hosting elements and obtain maximum positions to provide outstanding platoon leader, internship, and drill cadet training in summer FY 07. (Note: ROTC requirements are separate from U.S. Military Academy training requirements.)

3. Program overview:

a. The CTLT, DCLT, and internship programs are a leader development initiative and a catalyst to help, develop, retain and ultimately commission quality ROTC Cadets as Second Lieutenants.

(1) The average duration of a cadet leader position is three weeks CONUS and four weeks OCONUS.

(2) The average duration of an internship is four weeks.

(3) The average duration of a DCLT position is four weeks, including a mandatory one week TRADOC Cadre Training Course.

b. Cadets selected for platoon leader, internship, or drill cadet positions **must** first successfully complete the Leadership

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Development and Assessment Course (LDAC) located at Fort Lewis, Washington. CTLT and DCLT training are follow-on assignments to LDAC.

c. CTLT positions are divided into troop leader and internship training positions.

(1) Troop leader positions should be with Modified Table of Organization and Equipment (MTOE) combat arms, combat support, and combat service support units which provide Cadets the opportunity to apply leadership skills and become familiar with the duties of junior officers. The majority of troop leader positions are platoon leader positions, but other junior officer troop leader opportunities are acceptable. Units that are in the support cycle, pre-deployment cycle, or refit from deployment cycle should not host Cadets.

(2) Internship positions offer Cadets the opportunity to work on projects within Department of Defense, Department of the Army, and active duty Table of Distribution and Allowances (TDA) organizations. Internships offer diverse opportunities and experiences for Cadets with specialized academic, language, or research skills. See Enclosure 1 for a list of internships and their descriptions.

d. DCLT positions with Initial Entry Training and One Station Unit Training units provide Cadets an opportunity to apply leadership skills, interact with highly skilled and experienced noncommissioned officers, and to improve common task skill proficiency in an Army training environment.

#### 4. Responsibilities:

a. Army Installation CTLT coordinators, CTLT Project Officers (CTLTPOs), and Reserve Component and National Guard Bureau Project Officers and Area coordinators:

(1) Provide an installation and hosting unit project officer to serve as a coordinator for positions, manage information flow, and reception, staging, onward movement, and integration (RSO&I) of Cadets to units.

(2) Identify platoon leader, internship, and drill Cadet positions to the Cadet Command CTLT Program Manager, using



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the position identification worksheet (Enclosure 2) **NLT 30 Nov 06.**

(3) Identify a mentor/advisor for Cadet interns and develop a duty description or a specific project description that will provide experience in the Cadets' academic major.

(4) Identify a unit, unit sponsor, and contact information for each identified Cadet leader (platoon leader) position.

(5) Complete and submit the Installation Location Information Sheet (LIS) for Cadet leader positions and forward internship LISs, **NLT 19 Mar 07** (Enclosure 3). Please keep in mind that the LIS is the document that Cadets will use to prepare for summer training. It should include information about the sponsor, where they will be assigned, the duty uniform, special equipment, transportation, etc.

(6) **Coordinate link-up and transport of Cadets to and from your servicing airport.** Using the Regional Support Map (Enclosure 4), notify your regional representative if the servicing airport is more than one hour away. (For example, if your current location is Fort Hood, Texas, you would contact the Cadet Command Western Region representative). Provide them with names/e-mail, mailing addresses, prices, and phone/fax numbers of three bus companies to coordinate a contract and payment for bus service. If the airport is less than one hour away, the installation CTLT Project Officers must coordinate Cadet transportation.

(a) Cadet Command's Eastern Region representative is Mr. Jeffrey Markle (JEFFREY.MARKLE@usacc.army.mil), (502) 624-6850 (DSN 464) for lodging within Eastern Region and Europe.

(b) Cadet Command's Western Region representative is Mrs. Lillian Aguon (LILLIAN.AGUON@USACC.ARMY.MIL), (253) 967-9896 (DSN 357) for lodging within Western Region, Hawaii and Asia.

b. Hosting Organization/Host Unit:

(1) Identify platoon leader, drill Cadet and internship positions for Cadets to the installation or hosting unit CTLTPO.

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(2) For platoon leader and drill Cadet positions, provide sponsor and contact information, and special equipment requirements to the installation/hosting unit coordinator for inclusion in the installation LIS.

(3) For internship positions, identify the mentor/sponsor and contact information, academic major required by the Cadet, along with special requirements and submit them to the installation or hosting unit CTLTPO.

(a) All internship position information must be sent to the CTLT Program Manager NLT 30 Nov 06 for inclusion in the FY 07 rotation.

(b) To create new internships or if you can support a Cadet with a specific skill not identified in the internship description (Enclosure 1), contact the Cadet Command CTLT Program Manager.

(4) For internship positions, complete an internship LIS. If multiple Cadets are at a single location (i.e., Walter Reed Army Medical Center) the location coordinator can complete a single LIS. Special instructions can be identified and "rolled up" in a single LIS.

(5) Submit LIS to your primary installation CTLTPO, and the Cadet Command CTLT Program Manager NLT 28 Feb 07.

(6) See Cadet Command Regulation 145-3-1 located at <http://www.rightsite.monroe.army.mil> or [http://www.rotc.usaac.army.mil/training/current\\_ops\\_div/grf%20links.htm](http://www.rotc.usaac.army.mil/training/current_ops_div/grf%20links.htm) for host unit responsibilities, including lodging, meals, transportation, and evaluation.

(7) Contact Cadet Command Regional Project Officer to coordinate billeting contracts. The Regional Project Officer will need the following information:

- (a) Room rates - single and double occupancy.
- (b) Confirmation number.
- (c) Name of vendor.
- (d) Complete mailing address.

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(e) Point of contact (POC) name.

(f) POC email address.

(g) POC phone number.

(h) Every effort should be made to lodge Cadets on post. If the lodging is not on-post, the Regional Project Officer will need at least three quotes in order to submit a request for contracts. See Enclosure 4 to determine the Regional Project Officer assigned for your location. (For example, if your location is Fort Bragg, North Carolina, submit the information to the Eastern Region Project Officer).

c. Nurse Summer Training Program (NSTP)/Army Medical Department Internship Program (AMEDDIP)/Cadet Internship Program (CIP)/Central Identification Laboratory Internship Program (CILIP)/Drill Cadet Leader Training (DCLT) Project Officers, Korea, Europe, Project Officers:

(1) Facilitate timely information flow and position identification.

(2) Review, consolidate LISSs, as necessary, and forward information to Cadet Command's CTLT Program Manager.

(3) Assist in RSO&I of Cadets.

(4) Coordinate with Cadet Command Liaison Officers (LNO).

(5) Coordinate an LNO office in a centralized location for LNOs in Korea, and Europe from 1 July through 15 September. The location must provide an internet-capable computer and telephone access for the LNO.

d. U.S. Army Cadet Command (USACC):

(1) Deputy Chief of Staff, G3:

(a) Coordinate for DCLT and CTLT position availability with MACOM and installation CTLTPOs and internship hosts.

(b) Facilitate Cadet assignments to leader and internship positions and notify the MACOM and installation



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CTLTPOs and internship hosts that positions are filled. Cadets must meet minimum qualifications for each position.

(c) The majority of positions must be assigned by 26 Feb 07.

(2) Deputy Chief of Staff, G4/8 will fund Cadet travel, meals and lodging. The total number of Cadets funded for CTLT will be limited by the availability of funds.

(3) Chief Nurse, Cadet Command:

(a) Prepare and publish NSTP MOI to provide guidance for NSTP program.

(b) Establish guidance to ensure your approving authority for NSTP out-of-cycle changes or cancellations.

(4) Western Region and LDAC staff will coordinate Cadet departure from LDAC and provide arrival information to hosting units, installation project officers, special project officers, and USACC LNOs NLT **seven days** before Cadet's arrival at the CTLT location.

(5) ROTC Battalions:

(a) Coordinate and prepare orders and tickets for travel.

(b) Ensure that NSTP only Cadets are canvassed to which rotation they wish to attend and Human Resource Assistants (HRAs) include flight information in CCIMS.

e. Eastern Region Commander. Be prepared to provide LNOs at CTLT and DCLT locations within your region. LNO positions should be manned from 1 Jul to 20 Aug 07, while Cadets are attending CTLT at those locations. Please note the consideration of nearby universities during LNO selection process. Provide the LNO POC information (rank, name and contact information) to the Cadet Command CTLT Program Manager **NLT 2 February 2007.**

(1) Provide an LNO for Europe. The European LNO position is based in Germany and the exact location will be

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disseminated after hosting installations provide position spreadsheet at the end of November.

(2) Provide an LNO at Fort Bragg/Camp McKall in support of Robin Sage. The Fort Bragg/Camp McKall LNO position is most likely based at Fort Bragg, North Carolina and the exact location will be disseminated after hosting installations provide position spreadsheet at the end of November.

(3) Coordinate with hosting installation in order to obtain the information necessary to complete DA 3953 (Purchase Request and Commitment) and submit them to the Cadet Command G4/8 Contracting cell. The requests under \$2,500 will be paid by Government Purchase Card and must be received by the contracting cell NLT 30 days before the Cadets arrival to their CTLT assignment. The requests \$2,500 or greater must be received NLT 60 days for CONUS and 90 days for OCONUS CTLT assignments.

f. Western Region Commander:

(1) Be prepared to provide LNOs at CTLT and DCLT locations within your region. LNO positions should be manned from 1 Jul to 20 Aug 07, while Cadets are attending CTLT at this location. Provide an LNO for Asia. This LNO position is based in Seoul, Korea (Yongsan Garrison).

(2) Provide an LDAC CPDT Cell. The CPDT Cell responsibilities include but are not limited to:

(a) On order, assume controlling authority for CTLT execution.

(b) Travel. Coordinate flight reservations from LDAC to CTLT location and return to school of record (SOR) or home of record (HOR).

(c) E-mail the CTLTPO, Cadet Command CTLT Program Manager, NSTP coordinators, and Region CPDT representatives the airport and flight information **NLT seven days** prior to the Cadet's scheduled report date.

(d) Notify the CTLTPO via telephone and by e-mail of late arriving Cadets and provide updated airport and flight information.



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(e) Coordinate placement/replacement of unfilled allocations.

(f) Fill CTLT and DCLT position that become available during LDAC.

(g) Notify by email: Cadet Command CTLT Program Manager, Eastern Region CPDT representative, Western Region CPDT representative, LNOs, and CTLTPO/internship preceptor of any changes of Cadets scheduled to attend CTLT or CPFT following LDAC.

(h) Generate order amendments for replacement Cadets.

(i) Coordinate with hosting installation in order to obtain the information necessary to complete DA 3953 (Purchase Request and Commitment) and submit them to the Cadet Command G4/8 Contracting cell. The requests under \$2,500 will be paid by Government Purchase Card and must be received by the contracting cell NLT 30 days before the Cadets arrival to their CTLT assignment. The requests \$2,500 or greater must be received NLT 60 days for CONUS and 90 days for OCONUS CTLT assignments.

5. Special Instructions:

a. CTLTPO/Sponsors/hosts identify tentative positions using the projected CTLT and DCLT dates (**Enclosure 5**). Cycles are subject to change +/- 2 days. The DCLT dates include a one-week Cadet training course followed by a three-week utilization tour.

b. The CTLT Program Manager will coordinate any major changes or specific internship date adjustments directly with the hosting unit, installation, or area project officer and sponsor.

c. Report dates for OCONUS training are less flexible than in the U.S. due to group travel requirements and RSO&I responsibilities of the area coordinators and LNOs. Units unable to support Cadets aligned with the Enclosure 5 cycles or when cycles are adjusted should notify their CTLTPO. Positions will be deleted in this case.



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d. Host units that receive deployment orders and can no longer support Cadet leader positions or internships must immediately contact their higher headquarters or Installation

CTLTPO, and CTLT Project Manager. Positions will be deleted and Cadets re-assigned when possible.

e. Prior to committing to host an ROTC Cadet for CTLT or DCLT, host units should ensure that Dining Facility (DFAC) support is available for three meals per day, seven days per week. The DFAC must be within walking distance of the Cadet's work and lodging location. If not, the host unit/organization must provide transportation for the Cadets' meals.

f. Units in Germany that meet the requirements in the paragraph above may use cost-housing if no-cost housing is not available. Cost-housing requirements must be submitted to the Europe Project Officer, SGT Corey Rosemond, 7th Army Joint Multinational Training Center, G3, Operations, DSN 314-475-7601/ FAX 6686 or <[corey.rosemond@us.army.mil](mailto:corey.rosemond@us.army.mil)>. In the event cost-housing is authorized, the organization must coordinate transportation to and from the cost-housing facility for the Cadet.

g. CTLT Project Officers and host organizations must make every attempt to billet Cadets in no-cost housing if available. Cadets must not be billeted in the permanent party personnel, enlisted personnel barracks, or in personal residences of unit personnel.

6. Suspenses. Early response to this memorandum is requested and necessary to facilitate the selection and notification process, allow time to secure travel documents, orders, and immunizations, and to physically and mentally prepare Cadets to excel during LDAC and CTLT/DCLT.

a. **NLT 30 Nov 06** - Provide all Project Officer names for either the location or the program for Hosting Organizations and intermediate project managers to the CTLT Program Manager.

b. **NLT 30 Nov 06** - Hosting Organizations, hosting units, Installations, and CTLTPOs identify all available CTLT and DCLT positions and provide the position spreadsheet to the CTLT Program Manager.

c. **NLT 18 Dec 06** - Cadet Command identify and notify Cadet interns.

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d. **18 Dec 06 - 15 Jan 07** - Allocate and assign all CTLT and DCLT positions in CCIMS.

e. **NLT 2 Feb 07** - Regions provide the CTLT LNO POC information (rank, name and contact information) to the Cadet Command CTLT Program Manager.

f. **NLT 28 Feb 07** - Hosting Organization/Host Units submit LIS to your primary installation CTLTPO, and the Cadet Command CTLT Program Manager.

g. **1 May - 31 Aug 07** - Execute CTLT, DCLT, and internship positions.

7. Information and points of contact.

a. CCR 145-3-1 provides specific regulatory guidance for CTLT execution. It can be found at

<http://www.rightsite.monroe.army.mil> under CC Regulations. The Host Commanders Guide can be found at [http://www.rotc.usaac.army.mil/training/current\\_ops\\_div/grf%20links.htm](http://www.rotc.usaac.army.mil/training/current_ops_div/grf%20links.htm).

b. Project Manager/Project Officer contact information:

(1) Cadet Command CTLT/DCLT Program Manager: MAJ Roberto J. Mercado, (757) 788-4586/4589 (DSN 680) or e-mail [Roberto.mercado@usacc.army.mil](mailto:Roberto.mercado@usacc.army.mil), FAX 5454.

(2) Eastern Region ROTC Project Manager: Mr. Jeffrey Markle, (502) 624-6850 (DSN 464), FAX 7146, or e-mail [jeffrey.markle@usacc.army.mil](mailto:jeffrey.markle@usacc.army.mil).

(3) Western Region ROTC Project Manager: Ms. Lillian Aguon, (253) 967-9896, (DSN 357), FAX 5938, or e-mail [lillian.aguon@usacc.army.mil](mailto:lillian.aguon@usacc.army.mil).

(4) AMEDD Coordinator: CPT Jacob Gin, (210) 471-7801, (DSN 471), or email [Jacob.Gin@amedd.army.mil](mailto:Jacob.Gin@amedd.army.mil).

(5) NSTP Coordinator: COL Angelia Durrance, (757) 788-2878, or e-mail [angelia.durrance@usacc.army.mil](mailto:angelia.durrance@usacc.army.mil).

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(6) Europe CTLTPO: SGT Corey Rosemond, 7th ATC, DSN 314-475-7601, FAX 6686, or e-mail corey.rosemond@us.army.mil.

(7) Korea CTLTPO: CPT Travis Howell, DSN 725-9986, or email travis.j.howell@korea.army.mil.

FOR THE COMMANDER:

5 Encls

1. Internship Types
2. Position ID Worksheet
3. LIS Template
4. Regional Support Map
5. CTLT/DCLT Cycles and Dates

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